

PARALEGAL

A student who has completed the Job Corps Paralegal program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Paralegal training, a student must master skills in these categories:

PROGRAM CORE REQUIREMENTS

Use index, digest, encyclopedia, treaties, annotated reports, restatements and law reviews as tools; demonstrate use of the West Key number systems and Sheppard's citations; demonstrate how to do cite and proof checking of legal citations in briefs and other documents; discuss the difference between civil and criminal litigation; discuss the Federal Rules of Civil Procedure and the Federal Judicial Code; discuss the difference between the following topics: tort law, contract law, corporation and shareholders actions and property laws; identify the different types of trusts available during a person's lifetime and trusts and estates set up at a person's death; demonstrate how to prepare and file papers for appointing a decedents representative under a variety of local laws; record an estate transaction with all work being accurate and performed on time; explain the difference between a qualified pension, profit sharing and thrift plans, discuss insurance and annuity concepts; analyze research; discuss the principles; duties and mechanics of the criminal justice procedures in the U.S. and Pennsylvania as they apply to arrest, search and seizure; discuss the growth of the American constitutional system with special emphasis on major controversies throughout history.

SPECIFIC COURSE ELECTIVES

Demonstrate the use of spreadsheets, data management, graphic and word processor; write a program for the computer; discuss constitutional issues including self-incrimination, search and seizure, wire tapping, coerced confessions and right to counsel; attend a criminal law hearing; describe the Pennsylvania Divorce Code and the problems of parties involved in separation and divorce; identify a divorce complaint, separation support and custody agreement; prepare and file the document necessary to form and operate a corporation; describe the language, principles and laws that govern the business of real estate.